PELICAN BAY SERVICES DIVISION  
Municipal Services Taxing & Benefit Unit

NOTICE OF PUBLIC MEETING  
WEDNESDAY, OCTOBER 9, 2019

THE PELICAN BAY SERVICES DIVISION BOARD WILL MEET AT 1 PM ON 
OCTOBER 9 AT THE COMMUNITY CENTER AT PELICAN BAY, LOCATED AT 8960 
HAMMOCK OAK DRIVE, NAPLES, FLORIDA  34108.

AGENDA

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 09/11/19 Regular Session meeting minutes
5. Audience Comments
6. Administrators report
   a. *Filling board member vacancy
   b. Sign contract
   c. US 41 berm landscaping
   d. *Lake 2-9 lake bank restoration
   e. September financial report
7. Committee reports
   a. Budge:
   b. Clam Bay
   c. Landscape & Safety
   d. Water Management
8. Chairman’s report
9. Old business
   a. Design requirements for the proposed new operations facility
   b. *Review of preliminary design plans by the PBF Design Review Committee
   c. Job descriptions for Operations Manager and Environmental Specialist
10. New business
    a. Plan for existing sidewalk repairs
11. Adjournment

*indicates possible action items

ANY PERSON WISHING TO SPEAK ON AN AGENDA ITEM WILL RECEIVE UP TO THREE (3) MINUTES PER ITEM TO ADDRESS THE BOARD. THE BOARD WILL SOLICIT PUBLIC COMMENTS ON SUBJECTS NOT ON THIS AGENDA AND ANY PERSON WISHING TO SPEAK WILL RECEIVE UP TO THREE (3) MINUTES. THE BOARD ENCOURAGES YOU TO SUBMIT YOUR COMMENTS IN WRITING IN ADVANCE OF THE MEETING. ANY PERSON WHO DECIDES TO APPEAL A DECISION OF THIS BOARD WILL NEED A RECORD OF THE PROCEEDING PERTAINING THERETO, AND THEREFORE MAY NEED TO ENSURE THAT A VERBATIM RECORD IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS MEETING YOU ARE ENTITLED TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE PELICAN BAY SERVICES DIVISION AT (239) 597-1749 OR VISIT PELICANBAYSERVICESDIVISION.NET.
PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
SEPTEMBER 11, 2019

The Pelican Bay Services Division Board met on Wednesday, September 11, 2019, at 1:00 p.m. at the Community Center at Pelican Bay, 8960 Hammock Oak Drive, Naples, Florida 34108. In attendance were:

Pelican Bay Services Division Board
Scott Streckenbein, Chairman
Tom Cravens, Vice-Chairman
Joe Chicurel
Jacob Damouni (absent)
Ken Dawson

Pelican Bay Services Division Staff
Neil Dorrill, Administrator
Lisa Jacob, Interim Operations Manager

Also Present
Ayoub Al-bahou, Public Utilities Dept.
Tom Barber, Agnoli, Barber & Brundage
Sean Callahan, County Manager’s Office
Jim Carr, Agnoli, Barber & Brundage

Nick Fabregas
Michael Fogg
Denise McLaughlin
Susan O’Brien
Rick Swider
Michael Weir (absent)
Mary McCaughtry, Operations Analyst
Alex Mumm, Interim Sr. Field Supr. (absent)
Barbara Shea, Recording Secretary
Mike Chaffee, Pelican Bay Foundation
Tom Chmelik, Public Utilities Dept.
Damon Grant, Public Utilities Dept.
Jim Hoppensteadt, Pelican Bay Foundation
Dan Rodriguez, Public Utilities Dept.

APPROVED AGENDA (AS AMENDED)

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 07/10/19 Regular Session meeting minutes
5. Audience Comments
6. Administrator’s report
   a. Roles and responsibilities of the Administrator and PBS Board
   b. Update on new maintenance facility
   c. Sign contract
   d. US 41 berm landscaping
   e. Bay Colony Beach Dune Swale
   f. Lake 2-9 lake bank restoration
   g. Hurricane preparedness
   h. August financial report
   i. Update on Operations Manager position (add-on)
   j. Update on Activity Report for August (add-on)
7. Committee reports
   a. Budget
   b. Clam Bay
Pelican Bay Services Division Board Regular Session
September 11, 2019

c. Landscape & Safety
d. Water Management

8. Chairman’s report
9. Old business
10. New business
11. Adjournment

ROLL CALL.
Mr. Damouni and Mr. Weir were absent and a quorum was established

AGENDA APPROVAL
Mr. Cravens motioned, Mr. Dawson seconded to approve the agenda as amended with the addition of items #6i and 6j. The motion carried unanimously.

APPROVAL OF 07/10/19 REGULAR SESSION MEETING MINUTES
Mr. Cravens motioned, Ms. McLaughlin seconded to approve the 07/10/19 regular session meeting minutes as amended. The motion carried unanimously.

AUDIENCE COMMENTS
Mr. Ray Kretz commented on drainage and noise issues in the swale area between the Villages and Oak Lake Sanctuary, and requested that the PBSD address these concerns. Mr. Dorrill commented that the PBSD has a drainage easement in this area, and over the past three years has completed three levels of remediation work in this area. Ms. McLaughlin responded that she would put Mr. Kretz’s concerns on the agenda of the next Water Management Committee meeting.

Mr. Jim Hoppensteadt requested that the PBSD address the water quality/management of the body of water between the Trieste and the Ritz Carlton.

ADMINISTRATOR’S REPORT
ROLES AND RESPONSIBILITIES OF THE ADMINISTRATOR & PBSD BOARD
Ms. O’Brien commented on Mr. Dorrill’s absence from the last two PBSD Board meetings. Mr. Streckenbein commented that he would take some responsibility for Mr. Dorrill’s absence as the scheduled monthly board meetings were changed from the first Wednesday of the month to the second Wednesday, sometime in early 2019, and Mr. Dorrill’s vacation plans had already been made around the prior schedule. Ms. O’Brien suggested that the board be given advanced notice of any absence by Mr. Dorrill in the future.

Ms. O’Brien commented that a part-time off-site administrator does not meet the needs of the PBSD; 10 hours/week are not adequate. She suggested that we need a more hands-on Administrator. Mr. Dorrill responded that his contract is for 45 hours/month. He provided a work plan summary/list of tasks completed by staff in July and August under his direction, many of which were completed ahead of schedule.

Mr. Dorrill commented that Florida statutes state that the County Manager is the Chief Executive Officer of the County and provides for the duties of the County Manager. Mr. Dorrill stated that he works directly for the County Manager. Ms. O’Brien suggested that the “administrator’s
services contract scope of work” states that the Administrator’s work will be directed by the PBSD Board.

Ms. O’Brien suggested that Mr. Bolick (former Operations Manager) was not adequately trained, supervised, or evaluated, and questioned who will train and supervise our new Operations Manager. Mr. Dorrill commented that in 2014, 2015, and 2016 employee compensation was not tied to performance and evaluations were not required.

Mr. Dorrill commented that the PBSD Board is not a governance board and has no authority. He commented that he works with the PBSD Chairman and shares day-to-day information with him. He reported that during the last year his responsibilities have increased; he is now required to approve the bi-weekly payroll and complete monthly certification of internal controls (these 2 tasks = 15% of his monthly hours). Mr. Dorrill reported that he is in the process of reclassifying Ms. Jacob to a Sr. Project Manager and may need additional project management staff. Mr. Callahan, Executive Director - County Manager’s Office, commented that the administrative services contract allows for additional billable hours under three different work descriptions.

Mr. Dorrill commented that the hiring documents for our new Environmental Specialist, Senior, have been submitted to the County Human Resources Dept.; the position is currently posted. He noted that this position was included in the FY20 PBSD budget by the Budget Committee. Ms. McLaughlin suggested that the PBSD would not want to reduce any work currently contracted through our existing environmental consultants. Ms. O’Brien, Ms. McLaughlin, and Mr. Fogg commented that the board did not decide/agree to a new Environmental Specialist position. Mr. Streckenbein commented that the need for a project manager may be greater. Mr. Callahan and Mr. Dorrill commented that the Environmental Specialist “expanded position” was included in the FY20 budget brought to the BCC for approval. Mr. Dorrill commented that he will provide the Environmental Specialist applications received to the PBSD Board, if desired. Ms. O’Brien commented that she did not remember seeing the additional FTE position in the FY20 budget materials that the PBSD Board voted on in May.

**UPDATE ON NEW MAINTENANCE FACILITY**

Mr. Dorrill provided a proposed master site plan for the 6200 Watergate Way site, which included a new maintenance/operations facility and separate administration office; the admin. building would be shared with Public Utilities (PUD) employees. He commented that the PBSD lease for our office space in the SurTrust building is through 2021.

Public Utilities staff attending the meeting included Mr. Dan Rodriguez, PUD Deputy Dept. Head; Mr. Tom Chmelik, Director of PUD Engineering; Mr. Damon Grant, Director of Facilities Management; and Mr. Ayoub Al-bahou, Facilities Principal Project Manager. Highlights of the information on the proposed site plan provided to the PBSD Board by Public Utilities staff included:

- The administration office would be a shared facility; 12-15 PUD employees would be housed on the south side, PBSD administrative staff would be housed on the north side.
- The PUD will partner with the PBSD to share the cost, which would most likely be based on square footage. The cost of the project is estimated at $6 million. Mr. Dorrill estimates that the PBSD would utilize 75% of the square footage.
- The PUD is looking for consensus to move forward with this project. The next step would be for the PUD to secure an architect (through the Procurement RFP solicitation process) for the design of the two replacement buildings (estimated at 3 – 4 months), through PUD funding. Future steps would include putting the project out to bid (estimated at 6 months) and then project construction (estimated at approximately 1 year).
• The site plan includes a new permanent fuel facility and a washdown area to decontaminate equipment. The plan retains our existing mulch area and includes a new access road to this area.

• In FY20, the PUD has plans to complete an evaluation of the “abandoned” wastewater facility on the site. Currently the PUD has no new construction plans for this site over the next ten years.

• The proposed plan includes a “shell” above the ground floor of the administrative building for future needs and demands, creating a second floor. The building will be constructed according to County standards.

• The PUD chose this location to house its 12-15 employees as it provides a central location within the County’s IQ (irrigation quality) water system.

• The existing PBSD maintenance facility is in terrible shape. This building is considered by the County to be one of the two worst County facilities currently in use.

• The PUD will continue to provide updates to the PBSD Board on the proposed project, including a more detailed site plan.

Mr. Dorrill commented that he has reviewed this site plan option, originating from PUD upper management, and he believes it meets the needs of the PBSD. He noted that any County vertical building projects are always completed by the Facilities Division of the PUD. Mr. Dorrill provided a schematic drawing of the proposed administration building (total of 3,963 square feet), colocating PBSD and PUD staff. He commented that the PBSD has spent approximately $40,000 on surveying costs, and that the PUD will pay for the architectural costs. He noted that the business points of this project need to be taken to the next level.

Mr. Streckenbein commented on our need for expansion and upgrade of our facilities; our existing maintenance building needs to be torn down, and if we do nothing, the building may be condemned. He expressed concerns over (1) PUD/PBSD cost sharing has not been clearly defined, and (2) guarantees that we can continue to use our facilities into the future have not been defined. He reiterated that 6200 Watergate Way is County property containing County owned facilities. He noted that it will be up to the PBF Design Committee to approve the second story of the proposed admin. building.

Mr. Callahan commented that the joint project presented by PUD staff is the best solution for the needs of the PBSD and PUD. He noted that the ownership and cost sharing issues will be developed further through the joint cooperation of the County Manager’s Office, the PBSD, and the PUD.

Ms. O’Brien commented that the PBSD Board has not discussed our PBSD facility needs. She noted that in November and December 2018, the PBSD Board expressed a desire for our own replacement building. Ms. O’Brien suggested that the board needs time to digest the plan being presented. She expressed concern over the lack of information provided on the cost sharing and specific usage of the buildings.

Ms. McLaughlin expressed concern over (1) the abandoned wastewater facility not being removed, (2) insufficient parking spots, (3) insufficient mulching area, and (4) lack of detail in the current plans – will they include generators and any use of solar energy?

Mr. Dawson expressed concerns over how to avoid any visually offensive construction, and the need to preserve the aesthetics. PUD responded that the PBSD could assist with the aesthetics aspects of the plans.
Dr. Chicurel commented in favor of moving forward with the project, as we are in dire need to replace the existing substandard facility. He reminded the PBSD Board of the presentation by Mr. Shepherd (former board member) last year on the need to replace our existing facility. He expressed concerns over the line of sight issues of the neighboring associations to the site, but ultimately the PBF will pass judgment on the design.

Mr. Fogg suggested that we need more board discussion on our needs for the replacement buildings. He commented that since it is clear that we do not have the option of our own stand alone building, then this shared facility is the best option.

Mr. Streckenbein initiated a straw vote on whether to move forward to the next step with this project; by a vote of 7-2 there was consensus to move forward. The PBSD Board and Mr. Dockrell agreed that it would be beneficial to schedule a pre-application meeting on the proposed project with the PBF Board, to obtain their thoughts and comments as soon as possible. Mr. Hoppenstape commented that the PBF has not seen any preliminary plans on this project.

**SIGN CONTRACT**
Mr. Dorrill commented that we have taken delivery on sign prototypes and that the contractor’s crews are currently onsite drilling holes for the concrete bases of the signs. The contractor is scheduled to complete the project by Feb. 2020, but may complete the project as early as Thanksgiving.

**US 41 BERM LANDSCAPING**
Mr. Dorrill reported that the US 41 landscape renovations project is at substantial completion. The contractor is unable to locate the saw palmetto plants as specified in the plans and has asked for a change order. We are not inclined to agree to a substitution, and will ask that the contractor either (1) finds the plants in accordance with the specifications, or (2) agrees to a credit change order for these saw palmettos, and staff will locate and plant the specified plants.

Mr. Fogg expressed his disappointment with the new US 41 berm plantings. Mr. Dorrill responded that the Landscape & Safety Committee and the PBSD Board approved the project plans.

**BAY COLONY BEACH DUNE SWALE**
Mr. Dorrill reported that a permit waiver has been issued by the issuing regulatory agency to allow us to perform maintenance work on the beach dune swale.

**LAKE 2-9 LAKE BANK RESTORATION**
Mr. Tom Barber, civil engineer with Agnoli, Barber & Brundage, provided a presentation on the proposed lake bank remediation project of Lake 2-9, including different options of lake bank repair. A combination of rip rap, geoweb, and seawall were incorporated in the original plans for this project. As a result of the lowest bid coming in significantly higher ($747,290) than the engineer’s opinion of cost of $548,760, AB&B is exploring cost saving alternatives. He suggested that the challenges of site access for this project may have contributed to the higher than expected bids. He noted that all stormwater in Basin 2 funnels into Lake 2-9.

Mr. Jim Carr, civil engineer with AB&B, discussed additional reasons for the project bids coming in much higher than expected including (1) the engineer’s cost estimate for the vertical seawall was $325/linear foot, while the lowest bidder quoted a price of $910/linear foot, (2) a strong South west Florida labor market, and (3) a strong post-hurricane Irma economy causing high demand for infrastructure replacements. Mr. Carr suggested options to reduce the cost of the project including (1) using alternative vinyl wall products, which have a 50-year life expectancy, (2) shortening the length
of the wall to 220 feet, or (3) delete the wall entirely. He recommended that we rebid the project with a reduced wall length using alternative materials.

Ms. O’Brien commented that Lake 2-9 was originally selected to be first on the list of lake bank remediations, due to its high visibility along the berm. However, the plans do not provide for any remediation on the west side of the lake. Mr. Dorrill commented that this lake was selected based on the safety hazard of the vertical drop-off of the lake bank, based on the surveys completed, which indicates that we are out of compliance with SFWMD standards.

Mr. Dorrill stated that we need to re-solicit this project, using Mr. Carr’s suggested specifications. Mr. Carr commented that he believes we can get quotes back prior to our October PBS Board meeting.

Ms. O’Brien suggested that we do our own RFP to obtain a pool of contractors using our own specifications for our lake bank remediation work.

HURRICANE PREPAREDNESS
Mr. Dorrill reported that he provides a pre-hurricane checklist to all of his clients, which is reviewed before each hurricane season. He will provide a copy of it to the board at a future date.

AUGUST FINANCIAL REPORT
Mr. Dorrill commented that due to a great deal of effort by the Budget Committee and the Clerk of Courts, the new version of the monthly and year-to-date financial reports will be provided to the PBS Board within five days of every month end. The new format of the August year-to-date financials were included in the agenda packet. There have been some title changes to our projects for improved clarification.

Ms. O’Brien requested access to detailed information on our expenditure lines.
By consensus the board accepted the August financial report.

UPDATE ON OPERATIONS MANAGER POSITION (ADD-ON)
Mr. Dorrill reported that Mr. Chad Coleman has accepted the position as our new Operations Manager at the salary which was offered, less than the salary of the former Operations Manager. Mr. Coleman has given notice to his current employer and has completed his pre-employment physical. Mr. Dorrill expects to introduce him at the Sept. 19 Landscape & Safety Committee meeting.

UPDATE ON ACTIVITY REPORT FOR AUGUST (ADD-ON)
No additional discussion

COMMITTEE REPORTS

BUDGET REPORT
Mr. Swider reported that he expects to schedule the next Budget Committee meeting in November.

CLAM BAY REPORT
Ms. O’Brien commented that her September 2019 Clam Bay update was included in the agenda packet.

LANDSCAPE & SAFETY REPORT
Dr. Chicurel commented that the next Landscape & Safety Committee meeting will be on Sept. 19. He reported that because our sidewalk project is greater than $2 million, the County procurement process requires an RFP to obtain civil engineers for the actual design and remaining project engineering. The survey is complete. Dr. Chicurel has requested that AB&B and Ms. Jacob use AB&B’s survey to walk the length of the phase 1 sidewalk to identify the tree conflicts arising from the planned six-foot sidewalk. He will report results at the September committee meeting.

Ms. O’Brien expressed concern that our original sidewalk project timeline did not adequately reflect the required County procurement processes. Ms. O’Brien and Ms. McLaughlin expressed concern that our civil engineers are overstretched with work.

WATER MANAGEMENT COMMITTEE
Ms. McLaughlin commented that the PBSO has a new process in place to look at the 6 to 8 lakes with the biggest algae problems. On a weekly basis, staff will record the observed condition of each lake, the algae treatments used, and the apparent effectiveness of the treatment used. This will help us to determine whether the method of treatment is adequate or is an alternative method needed.

CHAIRMAN’S REPORT
Mr. Streckenbein asked staff to address the Trieste concerns brought forward by Mr. Hoppensteadt. Mr. Dorrill commented that a resident had contacted Mr. Hoppensteadt regarding duckweed observed on the lake between the Trieste and the Ritz Carlton employee parking garage. After PBSO staff was informed of the issue, the lake was inspected and sprayed the next day. Unfortunately, neither Mr. Hoppensteadt nor the resident who reported this issue were informed of the staff’s actions. Ms. McLaughlin commented that there should be a process whereby staff reports back to the complainant regarding remediation actions take by staff, to improve resident satisfaction.

OLD BUSINESS
Ms. McLaughlin suggested that the PBSO Board discuss the proposed plans for the 5200 Watergate Way site at a joint meeting with the PBF.

NEW BUSINESS
None

ADJOURNMENT

The meeting was adjourned at 4:25 p.m.

Scott Streckenbein, Chairman

Minutes approved [ ] as presented OR [ ] as amended ON [ ] date
PBSD Projects Update

Street signs replacement (265 street signs to be replaced and 1 entrance monument to be repaired)
Skirt molds and street name sign frames approved for mass production, concrete bases and sign poles delivered to Operations site; contractor started installation of concrete bases on 9/5/19 and started installing posts 10/4/19. Due to length and depth of the bases, and underground utility conflicts, installation may take longer than anticipated; however, the structural engineer is evaluating whether the bases can be shortened which will decrease both production and installation time. Change order #2 for $9,126 is being processed to account for larger backers materials needed to meet current MUTCD traffic sign sizes; however if the size of the bases are shortened, we should receive credit for decreased amount of concrete material necessary to complete the job.

U.S. 41 Berm Re-Landscaping
This project is at substantial completion.

Other capital improvements

Sidewalks
Survey is complete. A field visit was held to verify any Phase One (east side of Pelican Bay Blvd) tree conflicts and engineer presented the Phase One survey results to the L&S committee. Solicitation for Request for Professional Services (RPS) was submitted to Procurement for engineering, permitting, design, construction, and inspection services on 8/6/19 and is awaiting processing.

Water management

Bay Colony “Beach Dune Swale” restoration
South Florida Water Management District issued an exemption to perform maintenance. Scope of work, plans, and opinion of probable cost are still being prepared by the engineer.

Grosvenor and Dorchester
Channel stabilization and planting plan for restoring proper drainage was expanded to cover both the north side of Grosvenor property and south side of the Dorchester property. Staff will be obtaining a quote and scheduling the work in FY 20.

Georgetown
Contractor cleaned and video-evaluated pipes under Thomas Jefferson Ct that connect lakes 2-4 and 2-5. Following review of the video by the engineer, staff will obtain quotes and schedule work in FY 20.

Lake 2-9 (St. Thomas/St. Maarten lake)
Project was put out for bid and lowest bid returned was $200,000 higher than expected at $747,000; this was due to two factors: 1) small job in an environmentally sensitive area with poor access and 2) seawall estimate costs were based on pre-Irma pricing which has tripled since 2017. Engineer was tasked to provide additional options for construction then reviewed and recommendation on how to proceed made by WM committee for full Board consideration. Revised construction plans were received on 9/30/19 and a RFQ was issued the same day. Quotes are due back on 10/15/19.

Prepared by Lisa Jacob, 10/4/19
# PELICAN BAY
## BALANCE SHEET
September 30, 2019
(UNAUDITED)

<table>
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<tr>
<th></th>
<th>Operating Fund 109</th>
<th>Street Lighting 778</th>
<th>Pelican Bay Landscape, Safety, Lake &amp; Beach Projects 322</th>
<th>Calen Bay Capital Projects 320</th>
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<td>Cash and investments</td>
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<td>222,063.64</td>
<td>7,902,242.38</td>
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<td>Interest receivable</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Trade receivable, net</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Total assets</td>
<td>2,285,641.96</td>
<td>1,754,644.80</td>
<td>3,639,892.28</td>
<td>222,063.64</td>
<td>7,902,242.38</td>
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### LIABILITIES AND FUND BALANCE

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<td>Accounts payable</td>
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<td>Wages payable</td>
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<tr>
<td>Total liabilities</td>
<td>86,777.83</td>
<td>6,179.88</td>
<td>37,970.75</td>
<td>42,607.10</td>
<td>173,535.36</td>
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<td>1,748,464.92</td>
<td>3,601,921.53</td>
<td>179,456.54</td>
<td>7,728,707.12</td>
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<tr>
<td>Total liabilities and fund balances</td>
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<td>3,639,892.28</td>
<td>222,063.64</td>
<td>7,902,242.38</td>
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### FY18 carryforward

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<td>3,601,921.53</td>
<td>179,456.54</td>
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| FY19 budgeted reserves | 1,005,000.00 | 1,488,500.00 | 52,753.14 |           |
### PELICAN BAY
#### INCOME STATEMENT
##### OPERATING FUND - 109

**September 30, 2019 (UNAUDITED)**

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<tr>
<th>Item</th>
<th>Adopted Budget</th>
<th>Amended Budget</th>
<th>Commitments</th>
<th>Total Expenditures</th>
<th>Variance</th>
<th>% Budget Consumed</th>
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<td><strong>REVENUES AND CARRYFORWARD</strong></td>
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<td>4,176,200.00</td>
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<td>4,013,212.09</td>
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<td>98.6%</td>
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<td>Miscellaneous</td>
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<td>Transfers in</td>
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<td>100.0%</td>
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<td>Negative 5% of estimated revenue</td>
<td>(209,200.00)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total revenues + carryforward</strong></td>
<td>5,543,300.00</td>
<td>5,543,300.00</td>
<td>-</td>
<td>4,410,701.03</td>
<td>(1,132,599.07)</td>
<td>74.6%</td>
</tr>
</tbody>
</table>

| **EXPENDITURES AND RESERVES**                                         |                |                |             |                    |          |                   |
| Personal Services                                                     | 1,614,000.00   | 1,614,000.00   | -           | 1,478,183.50       | 135,816.50 | 89.1%             |
| Operating                                                            |                |                |             |                    |          |                   |
| 182001-Lake & Stormwater Management administration                     | 213,100.00     | 213,100.00     | -           | 190,107.25         | 22,992.75 | 89.2%             |
| 182002-Lake & Stormwater Management field operations                  | 674,200.00     | 674,200.00     | -           | 500,741.70         | 173,458.30 | 70.0%             |
| 182900-Right of way beautification                                    | 94,200.00      | 94,200.00      | -           | 68,147.49          | 26,052.51 | 72.3%             |
| 182901-Right of way beautification field                              | 1,914,900.00   | 1,914,900.00   | -           | 1,319,466.79       | 595,433.21 | 78.5%             |
| **Total operating**                                                   | 2,495,400.00   | 2,495,400.00   | -           | 1,992,493.23       | 502,906.77 | 78.5%             |
| Capital outlay                                                        | 214,000.00     | 214,000.00     | -           | 214,000.00         |          |                   |
| Transfers out                                                         | 214,000.00     | 214,000.00     | -           | 214,000.00         |          | 100.0%            |
| **Total expenditures**                                                | 4,539,300.00   | 4,539,300.00   | -           | 3,704,493.23       | (834,806.77) | 80.9%             |

| Budgeted reserves                                                     |                |                |             |                    |          |                   |
| 991000-Reserve for contingencies                                      | 385,000.00     | 385,000.00     | -           |                    |          |                   |
| 994500-Reserve for future construction and improvement                | 200,000.00     | 200,000.00     | -           |                    |          |                   |
| 998000-Reserve for cash                                               | 420,000.00     | 420,000.00     | -           |                    |          |                   |
| **Total reserves**                                                    | 1,005,000.00   | 1,005,000.00   | -           |                    |          |                   |
| **Total expenditures + reserves**                                     | 5,544,300.00   | 5,544,300.00   | -           | 3,704,493.23       | (1,839,806.77) | 66.4%             |

**EXCESS OF REVENUE OVER EXPENDITURES**

10/4/19 note - payroll through 9/19/19, accrual through 9/30/19 will not be posted until 10/25/19

Actual carryforward as of 9/30/18

1,739,638.58

Fund balance as of 9/30/19

2,198,854.13
PELICAN BAY
INCOME STATEMENT
STREET LIGHTING - 778
September 30, 2019
(UNAUDITED)

<table>
<thead>
<tr>
<th>Adopted Budget</th>
<th>Amended Budget</th>
<th>Commitments</th>
<th>Total Expenditures</th>
<th>Variance</th>
<th>% Budget Consumption</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUES AND CARRYFORWARD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Ad Valorem Taxes</td>
<td>585,000.00</td>
<td>585,000.00</td>
<td>-</td>
<td>560,253.36</td>
<td>(24,746.64)</td>
</tr>
<tr>
<td>Delinquent Ad Valorem Taxes</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,459.05</td>
<td>3,459.05</td>
</tr>
<tr>
<td>Interest</td>
<td>2,500.00</td>
<td>2,500.00</td>
<td>-</td>
<td>36,345.59</td>
<td>33,845.59</td>
</tr>
<tr>
<td>Advance from fund 322</td>
<td>1,000,000.00</td>
<td>1,000,000.00</td>
<td>-</td>
<td>(1,000,000.00)</td>
<td>0.0%</td>
</tr>
<tr>
<td>Transfers in</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Negative 5% of estimated revenue</td>
<td>(29,400.00)</td>
<td>(29,400.00)</td>
<td>-</td>
<td>-</td>
<td>(29,400.00)</td>
</tr>
<tr>
<td>Budgeted carryforward</td>
<td>385,000.00</td>
<td>1,024,789.05</td>
<td>-</td>
<td>1,424,289.05</td>
<td>20.1%</td>
</tr>
<tr>
<td>Total revenues + carryforward</td>
<td>1,949,000.00</td>
<td>2,092,885.05</td>
<td>-</td>
<td>600,097.81</td>
<td>(2,282,212.24)</td>
</tr>
</tbody>
</table>

| EXPENDITURES AND RESERVES |
| Personal Services | 127,200.00 | 127,200.00 | - | 111,030.70 | 16,169.30 | 87.3% |
| Operating |
| 182700-Street Lighting Operations | 72,000.00 | 72,000.00 | - | 63,810.57 | 8,189.43 | 88.6% |
| 182701-Street Lighting Field Operations | 230,100.00 | 215,589.05 | - | 211,093.15 | 4,495.90 | 45.5% |
| Total operating | 302,100.00 | 337,589.05 | - | 314,903.72 | 15,085.33 | 54.6% |
| Capital outlay | - | 2,300.00 | - | 2,259.20 | 40.80 | 98.2% |
| Advance/Repay to fund 322 | - | 1,000,000.00 | - | 1,000,000.00 | 0.0% |
| Transfers out | 25,800.00 | 16,800.00 | - | 13,317.90 | 3,482.10 | 42.2% |
| Total expenditures | 455,100.00 | 1,493,886.05 | - | 309,503.52 | 1,184,382.53 | 20.7% |
| Budgeted reserves |
| 999500-Reserve for capital | 80,000.00 | 80,000.00 | - | 80,000.00 | 0.0% |
| 999500-Reserve for future construction and improvement | 1,358,500.00 | 1,358,500.00 | - | 1,258,500.00 | 100,000.00 | 99.7% |
| 999800-Reserve for cash | 150,000.00 | 150,000.00 | - | 150,000.00 | 0.0% |
| Total reserves | 1,488,500.00 | 1,488,500.00 | - | 1,488,500.00 | 0.0% |
| Total expenditures + reserves | 1,944,600.00 | 2,982,386.05 | - | 309,503.52 | 2,672,882.53 | 30.4% |

EXCESS OF REVENUE OVER EXPENDITURES | - | - | - | 240,596.39 | - |

10/4/19 note - payroll through 9/13/19, accrual through 9/30/19 will not be posted until 10/25/19
1,457,868.63 Actual carryforward as of 9/30/18
1,748,864.92 Fund balance as of 09/30/19

Agenda Item #6e
Page 3 of 5
**PELICAN BAY**

**INCOME STATEMENT**

**PELICAN BAY LANDSCAPE, SAFETY, LAKE & BEACH PROJECTS - 322**

*September 30, 2019 (UNAUDITED)*

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>Amended Budget</th>
<th>Total Expenditures</th>
<th>Variance</th>
<th>% Budget Consumed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES AND CARRYFORWARD</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special assessments</td>
<td>3,333,700.00</td>
<td>3,333,700.00</td>
<td>3,211,722.00</td>
<td>(121,978.00)</td>
<td>96.3%</td>
</tr>
<tr>
<td>FEMA reimbursements</td>
<td>-</td>
<td>-</td>
<td>37,633.75</td>
<td>37,633.75</td>
<td>100.0%</td>
</tr>
<tr>
<td>Interest</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>63,160.23</td>
<td>58,160.23</td>
<td>1263.2%</td>
</tr>
<tr>
<td>Advance from other funds</td>
<td>-</td>
<td>1,000,000.00</td>
<td>-</td>
<td>(1,000,000.00)</td>
<td>0.0%</td>
</tr>
<tr>
<td>Transfers in</td>
<td>-</td>
<td>-</td>
<td>(0.00)</td>
<td>(0.00)</td>
<td>100.0%</td>
</tr>
<tr>
<td>Negative 5% of estimated revenue</td>
<td>(166,900.00)</td>
<td>(166,900.00)</td>
<td>-</td>
<td>(166,900.00)</td>
<td>0.0%</td>
</tr>
<tr>
<td>Budgeted carryforward</td>
<td>33,300.00</td>
<td>965,640.66</td>
<td>-</td>
<td>(965,640.66)</td>
<td>64.5%</td>
</tr>
</tbody>
</table>

**Total revenues + carryforward** 3,205,100.00 5,137,440.66 3,312,515.98 (1,824,928.68)

**EXPENDITURES AND RESERVES**

Projects:

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Adopted Budget</th>
<th>Amended Budget</th>
<th>Total Expenditures</th>
<th>Variance</th>
<th>% Budget Consumed</th>
</tr>
</thead>
<tbody>
<tr>
<td>S0066-PBISD Landscape Improvement</td>
<td>266,100.00</td>
<td>3,384,283.71</td>
<td>43,577.35</td>
<td>149,698.75</td>
<td>191,607.61</td>
</tr>
<tr>
<td>S0103-PBISD Sinage</td>
<td>75,000.00</td>
<td>95,971.00</td>
<td>-</td>
<td>-</td>
<td>95,971.00</td>
</tr>
<tr>
<td>S0108-Lake Aeration</td>
<td>-</td>
<td>104,588.00</td>
<td>-</td>
<td>-</td>
<td>104,588.00</td>
</tr>
<tr>
<td>S0126-Beach Renourishment</td>
<td>200,000.00</td>
<td>678,881.80</td>
<td>-</td>
<td>-</td>
<td>678,881.80</td>
</tr>
<tr>
<td>S0143-PBISD Field Operation Center Improvements</td>
<td>350,000.00</td>
<td>367,881.69</td>
<td>4,363.00</td>
<td>35,292.00</td>
<td>327,896.99</td>
</tr>
<tr>
<td>S0154-Hurricane Irma</td>
<td>550,000.00</td>
<td>1,523,133.56</td>
<td>724,939.91</td>
<td>420,632.98</td>
<td>377,500.67</td>
</tr>
<tr>
<td>S0157-PBISD-Asset Management</td>
<td>75,000.00</td>
<td>75,000.00</td>
<td>18,215.75</td>
<td>26,907.25</td>
<td>29,877.00</td>
</tr>
<tr>
<td>S0158-PBISD Roadway Safety</td>
<td>40,000.00</td>
<td>40,000.00</td>
<td>-</td>
<td>-</td>
<td>19,054.35</td>
</tr>
<tr>
<td>S1026-PBISD Lake Bank Restoration</td>
<td>500,000.00</td>
<td>665,945.67</td>
<td>125,956.19</td>
<td>133,746.44</td>
<td>455,249.04</td>
</tr>
</tbody>
</table>

**Total expenditures** 2,095,100.00 3,935,687.52 916,992.20 785,732.37 2,323,962.95 20.0%

**Repay Advance**

| Repay Advance | 1,000,000.00 | 1,000,000.00 | - | - | - | 0.0% |

**Transfers out**

| Transfers out | 140,000.00 | 140,000.00 | 95,375.56 | 5,324.44 | 64.7% |

**Total expenditures**

| Total expenditures | 3,205,100.00 | 5,084,687.52 | 916,992.20 | 881,108.93 | 3,285,568.39 | 17.3% |

**Budgeted reserves**

| Budgeted reserves | - | 52,759.14 | - | - | 52,759.14 | 13.0% |

**Total expenditures + reserves**

| Total expenditures + reserves | 3,205,100.00 | 5,137,440.66 | 916,992.20 | 881,108.93 | 3,338,318.53 | 35.0% |

**EXCESS OF REVENUE OVER EXPENDITURES**

| EXCESS OF REVENUE OVER EXPENDITURES | - | - | 2,430,407.05 | - | - | - |

*1,171,514.48  Actual carryforward as of 9/30/18*

*3,601,921.53  Fund balance as of 9/30/19*
### Pelican Bay

**Income Statement**  
**Clam Bay Capital Project Fund - 320**  
**September 30, 2019**  
**(Unaudited)**

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>Amended Budget</th>
<th>Total Expenditures</th>
<th>Variance</th>
<th>% Budget Consumed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues and Carryforward</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special assessments</td>
<td>225,100.00</td>
<td>225,100.00</td>
<td>216,017.11</td>
<td>(9,082.89)</td>
<td>96.3%</td>
</tr>
<tr>
<td>Interest</td>
<td>500.00</td>
<td>500.00</td>
<td>4,194.22</td>
<td>3,694.22</td>
<td>83.8%</td>
</tr>
<tr>
<td>Transfers in</td>
<td>-</td>
<td>-</td>
<td>(0.00)</td>
<td>(0.00)</td>
<td>DIV/0</td>
</tr>
<tr>
<td>Negative 5% of estimated revenue</td>
<td>(11,300.00)</td>
<td>(11,300.00)</td>
<td>-</td>
<td>11,300.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Budgeted carryforward</td>
<td>11,500.00</td>
<td>102,502.98</td>
<td>-</td>
<td>(101,002.98)</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total revenues + carryforward</strong></td>
<td>235,600.00</td>
<td>316,602.98</td>
<td>211,017.11</td>
<td>(95,561.65)</td>
<td>63.8%</td>
</tr>
</tbody>
</table>

|                                |                |                |                    |          |                  |
| **Expenditures and Reserves**   |                |                |                    |          |                  |
| Personal Services              | -              | -              | -                  | -        | DIV/0            |
| Operating                      |                |                |                    |          |                  |
| S1000-Clam Bay Restoration     | 181,400.00     | 277,402.98     | 115,537.17         | 116,406.86 | 57.3%            |
| S1005-Clam Bay Ecosystem Enhancements | -            | -              | -                  | -        | DIV/0            |
| Total operating                | 181,400.00     | 277,402.98     | 115,537.17         | 116,406.86 | 57.3%            |
| Capital outlay                 | -              | -              | -                  | -        | DIV/0            |
| Transfers out                  | 44,400.00      | 44,400.00      | 41,037.09          | 3,392.91  | 92.4%            |
| **Total expenditures**         | 225,800.00     | 316,802.98     | 156,574.26         | 115,569.77 | 62.2%            |
| Budgeted reserves              |                |                |                    |          |                  |
| 991000-Reserve for contingencies | -            | -              | -                  | -        | DIV/0            |
| 998000-Reserve for cash        | -              | -              | -                  | -        | DIV/0            |
| **Total reserves**             |                |                |                    |          |                  |
| **Total expenditures + reserves** | 225,800.00     | 316,802.98     | 156,574.26         | 115,569.77 | 62.2%            |

**Excess of Revenue over Expenditures**

|                                |                |                |                    |          |                  |
|                                |                |                |                    |          | 114,954.67       |
|                                |                |                |                    |          | Fund balance of 09/30/19 179,456.54 |

114,954.67 Actual carryforward as of 09/30/18  
179,456.54 Fund balance as of 09/30/19
Clam Bay Update-October 2019

Clam Bay. The posts for canoe trail markers 10 and 12 have been installed; hopefully the signage will be added soon. Hand-dug channel maintenance work was completed in September. The annual infrared photo of Clam Bay, a permit requirement, was taken in September and is on display in the board room at PBSD’s office. At the September Clam Bay Committee meeting Jeremy Sterk of ETE shared with those present how he is using the 2019 infrared photo and the 2017 infrared photo taken before Irma to generate data to monitor the recovery of the mangroves damaged during Irma. The recovery is a slow process, but there are noticeable signs of recovery. Through the use of the infrared photo Jeremy was also able to identify some mangroves south of the north beach that are showing signs of stress. Additional monitoring of this section of mangroves will be done.

Clam Pass. As of October 3, the tidal ratio report for September is not available. The tidal ratios for August at markers 4 and 14 are above .6, meaning the flow into and out of Clam Pass at the end of August was very good.

Clam Bay Committee members learned at the September committee meeting that Neil Dorrill, Lisa Jacob, and Mohamed Dabees had met with Nick Casalanguida and Sean Callahan in August to address Mr. Casalanguida’s concerns about PBSD’s “emergency” dredging of Clam Pass. Based on the PBSD Board unanimously approving at the November 2018 PBSD Board meeting that the Clam Bay Committee explore the concerns raised by Mr. Casalanguida and bring a recommendation back to the PBSD Board, the Clam Bay Committee was planning to finalize its recommendation after committee members received on August 16, 2019 a copy of the data on dredging Clam Pass, requested in January 2019, and Mohamed’s report.

PBSD has had sole responsibility for advising the County on dredging Clam Pass since December 2012 and has overseen dredging events in 2013, 2016, 2017, and 2018, all of which have required “emergency” action by the BCC. Thus a timeline for dredging-related activities to assist in avoiding “emergency” dredging has been requested.

Water Quality.
Total phosphorus. Addressing high phosphorus levels in Clam Bay is a top priority for the Clam Bay Committee, but the Committee’s work on this issue is on hold until a new PO has been issued so the six months of data on TF and TN that PBSD has can be analyzed and reported by Dr. Tomasko.

Total nitrogen. At this time TN in Clam Bay is not problematic.

Copper. Copper results for November 2018 through August 2019 are excellent with only one of 90 samples exceeding the allowable limit.

Clam Bay Committee. The next Clam Bay Committee meeting is scheduled for November 14, 2019 at 1:30pm.

Prepared by Susan O’Brien
October 3, 2019
LANDSCAPE & SAFETY COMMITTEE REPORT

The Landscape & Safety Committee met on Sept. 19, 2019 at 1:00 PM in the Pelican Bay Community Center. The following items were discussed:

1. The issue of car carriers parking on Pelican Bay Blvd. was once again brought up and discussed with same outcome, no viable solution could be found.

2. Re-evaluation of the plantings on the US 41 Berm will take place to eliminate bare spots and plant selection.

3. Agnoli, Barber, and Brundage (ABB), PBSD’s civil engineers presented their sidewalk survey results for Phase One of the sidewalk replacement project. Jim Carr of ABB also presented the new timeline for the project.
Due to state law for projects over 2 million dollars, the county procurement department will need to go through an RFQ (Request For Qualifications) process.
This will move the timeline for construction design, permitting, and contractor selection further ahead of what the PBSD anticipated and into 2020.

An actual “walking” evaluation of the survey results and visualization of where a new 6-foot sidewalk could be placed was conducted by Jim Carr (ABB Civil Engineer), Lisa Jacob (PBSD Interim Operations Manager), Alex Mumm (Senior Landscape Supervisor), and Joe Chicurel (PBSD Landscape & Safety Chair).
(see the “SIDEWALK UPDATE” communication published by the Pelican Bay Foundation on 09/25/2019 for the results)
(No. 3. continued)

a. Mike Fogg, L&S Cte. member, suggested that the final design incorporate more meandering of the new sidewalk in addition to mitigation conflicts.

b. The committee consensus was that the planting of additional trees will be considered once the new sidewalk is completed.

c. Our current budget includes $30,000.00 for canopy tree replacement due to hurricane damage and/or sidewalk conflicts. Our design goal is and has always been to mitigate canopy tree conflicts.

4. The committee chairman thanked PBSD Administrator, Neil Dorrill, and staff for their efforts in obtaining a cost sharing agreement with the County for the construction and maintenance of the sidewalk replacement project. He also thanked Alex Mumm, Senior Landscape Supervisor, for his outstanding performance and implementation of our landscape goals and maintenance guidelines.

Submitted by: Joe Chicurel, PBSD Landscape & Safety Cte. Chairman
PELICAN BAY SIDEWALK UPDATE
From the PBSG Landscape & Safety Committee

With cost sharing with Collier County in place for the construction and maintenance of new sidewalks in Pelican Bay, our civil engineers (Agnoli, Barber, & Brundage) presented their Phase One Survey Study and timeline to the Landscape & Safety Committee at its 09/19/2019 meeting.

Most of Phase One encompasses the sidewalk on the east side of Pelican Bay Blvd. Although a final construction design has not been developed at this time, the engineering survey allowed the committee to see where a new 6-foot sidewalk would or could be placed. PBSG staff also conducted an onsite “walking” evaluation of the east side of Pelican Bay Blvd. from the south entrance to the north entrance of the boulevard.

Maintaining the PBSG’s criteria of allowing the new sidewalk to meander around utility and/or tree conflicts and be reduced in width to the existing width when conflicts arise, the following was determined:
1. approximately 10 short segments would remain the existing width;
2. the vast majority of conflicts would be mitigated by meandering around them;
3. one pine tree would be removed;
4. ten palm trees would be removed (many because the existing sidewalk is on private property and the new sidewalk needs to be placed in the county right of way); and
5. No hardwood or canopy trees need to be removed.

Phase Two and Three survey results will be presented to the committee at future committee meetings.
Manager - Pelican Bay Services

Class Code: 25306

Bargaining Unit: General/Non-Union

COLLIER COUNTY
Revision Date: Oct 1, 2018

SALARY RANGE

$32.02 - $50.46 Hourly
$2,561.42 - $4,036.54 Biweekly
$66,597.00 - $104,950.00 Annually

PURPOSE OF CLASSIFICATION:

The purpose of this classification is to plan, organize, direct and review maintenance and construction programs for the Pelican Bay Services Division. Coordinates assigned activities with other departments and divisions to provide professional, effective and efficient public service to the residents of Pelican Bay.

ESSENTIAL FUNCTIONS:

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; conducts training activities; conducts interviews and makes hiring recommendations. Conducts staff meetings as required.
Evaluates the need for and develops plans for Pelican Bay projects; formulates bids; monitors and oversees construction activities; and assists with contract administration. Documents and prepares information for project and operation activities for presentation to the Pelican Bay Board and sub-committees.
Prepares and administers projects and operations budgets; submits justifications for budget requests; monitors expenditures to ensure compliance with approved budget; assesses the need for additional staff, facilities, supplies and materials; monitors and approves expenditures.
Monitors and prepares payroll documents for operational staff and contract laborers. Approves purchase requisitions and invoices for Pelican Bay Services field operations and projects.
Plan, organizes, directs and reviews an overall pest management program for the maintenance of the Pelican Bay landscaping operations and lake maintenance program. Provides assistance to the Division Director, Pelican Bay Board, Pelican Bay Foundation, homeowner's association and other community boards regarding Pelican Bay activities and projects and presents recommendations.
Oversees the process for bidding and contracting of services; prepares Requests or Proposals (RFP), bidding procedures for consultant services, construction services, maintenance services, materials and equipment.
Represents the Pelican Bay Services Division Director at community meetings as requested. Responds to questions and complaints related to Pelican Bay landscaping, water management, street lighting, Clam Bay and other capital projects; initiates problem resolutions. Designs and formulates parameters and specifications associated with proposed improvement projects.
Ensures compliance with Water Management Permit, Clam Bay Restoration Permit and Pelican Bay Services Division (PBSD) operational permits. Reviews construction plan submittals for compliance with Pelican Bay Plan Review Manual. Prepares project schedules; monitors progress of projects in order to meet established schedules.
Prepares or completes various forms, reports, correspondence, executive summaries, RFPs, budget documents, cost estimates, work orders, change orders and permit applications. Performs environmental monitoring activities for Clam Bay. Tours facilities as needed with golf course personnel, foundation representatives, landscape architect and others as needed and warranted.

ADDITIONAL FUNCTIONS
Provides assistance to other employees or divisions as needed. Performs other related duties as required.
In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

PERFORMANCE APPTUDES
Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.
Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE
Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-50 pounds).
Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.
Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, water hazards, bright/dim light,
toxic agents, disease, pathogenic substances, or animal/wildlife attacks.

**MINIMUM QUALIFICATIONS:**

Vocational/technical degree with training emphasis in horticulture; supplemented with five to seven years of experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Florida driver's license with appropriate endorsement(s). Must possess (or obtain within 60 days) Ornamental & Turf and Aquatic Applicators License. Fingerprinting may be required.

**SUPPLEMENTAL INFORMATION:**

BCC124
Exempt
Environmental Specialist, Senior

Class Code: 25345

Bargaining Unit: General/Non-Union

COLLIER COUNTY
Revision Date: Oct 1, 2018

SALARY RANGE

$23.89 - $37.65 Hourly
$1,911.23 - $3,011.96 Biweekly
$49,692.00 - $78,311.00 Annually

PURPOSE OF CLASSIFICATION:

The purpose of this classification is to plan and implement an environmental protection program within an assigned unit/section, which may involving pollution control, hazardous waste management, planning/development, natural resources, transportation, or a related area.

ESSENTIAL FUNCTIONS:

Provides direction, training, guidance and assistance to employees; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations. Interprets, applies, and enforces the provisions of environmental regulations and other applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; researches codes/regulations issues as needed; initiates any actions necessary to correct deviations or violations.

Provides information and technical assistance concerning environmental regulations, hazardous waste management, waste disposal procedures, pollution control/prevention, storage tanks, small quantity hazard waste generation, natural resources, site development plans, waterway management, coastal zone management, regulatory violations, or other issues; meets with and discusses problem areas with property owners, contractors, developers, and the public; recommends solutions to problems; provides data to customers upon request.

Coordinates environmental activities relating to pollution control, pollution prevention, environmental planning, conservation, land development, stormwater management, waterway management, coastal zone management, or related issues; provides a contact to County residents for environmental and pollution concerns.

Investigates complaints regarding pollution, hazardous waste, natural resources, conservation, beaches/waterways, or other environmental issues; investigates fish kills; documents findings of investigations and makes corrective recommendations; updates complainant with information regarding complaint; monitors status of complaints to ensure resolution; notifies appropriate authorities of case problems or incidents as appropriate.
Develops water quality monitoring program; provides technical assistance in the
development of water/sediment sampling projects; performs reconnaissance of proposed
water quality monitoring stations; coordinates and conducts water sampling projects;
collects surface water and ground water samples; schedules and coordinates sampling
activities; analyzes algal communities using microscope; prepares sample equipment for
use.
Serves as Quality Assurance and Quality Control Officer for water quality monitoring
programs; reviews and validates laboratory results; coordinates field audit with state
regulatory agencies.
Performs inspections of sludge disposal sites and sludge transportation vehicles; notifies
sludge transporters of violations; prepares certified warning letters for non-compliance;
reviews sludge transportation licenses and notifies license-holders of expiration.
Performs inspections of wastewater treatment plant facilities to ensure compliance with
applicable regulations; collects effluent samples at wastewater treatment plants; assists
with collection of surface water samples; makes recommendations to plant operators
concerning needed plant improvements.
Performs inspections of above-ground storage tanks and underground storage tanks;
conducts inspections of small quantity hazardous waste generators as needed; performs
waste assessment computations; performs air quality monitoring.
Performs inspections of businesses to review hazardous waste management/disposal;
monitors household hazardous waste facilities; conducts on-site visits to household
hazardous waste facilities to pick up receipts of hazardous wastes; converts amounts of
hazardous wastes to pounds; prepares reports for calculation of reviewed receipts of
hazardous wastes from businesses; picks up/transport hazardous waste; from residents’
homes to waste site as needed.
Coordinates petroleum cleanup contract and pollutant storage tank contract activities;
performs site inspections and monitors activities; participates in contract negotiation;
reviews staff reports; reviews and approves technical reports and invoices; prepares
enforcement documents.
Performs inspections of commercial landscape projects and stormwater management plans;
reviews landscape plans and storm management plans; inspects irrigation systems;
inspects drainage areas and verifies flow paths; negotiates use of landscape materials with
landscape architects; ensures compliance with right-of-way ordinance requirements.
Coordinates environmental permitting involving transportation projects, stormwater
projects, and projects of other divisions; reviews environmental permit applications to
obtain permits; initiates environmental audits for projects; coordinates with consultants and
agencies regarding wetland delineation for projects; works with consultants for off-site
mitigation of projects impacting wetlands and wildlife; performs threatened/endangered
species surveys for projects requiring agency approval; prepares pollution prevention plans
for transportation.
Conducts inspections of conservation/preservation areas; evaluates condition of land and
habitat; assesses value and quality of habitat; prepares environmental mitigation plans.
Reviews zoning petitions and site development plans for compliance with applicable codes
and regulations; performs site inspections relating to permit applications and petitions;
provides written responses to petition reviews; issues environmental permits; evaluates
compliance of plans and projects with parking and handicapped access regulations; reviews
and issues clearing permits for vegetation removal; reviews and issues permits for coastal
activities/construction; reviews for variances structures seaward of coastal construction
setback line; reviews and issues permits for site alteration in environmentally sensitive
areas; reviews environmental impact statements; reviews boat dock variance petitions;
reviews protected species management plans and exotic vegetation management plans;
accepts or rejects on-site deviations from approved plans; prepares staff reports, executive
summaries, and resolutions; makes presentations to County Commissioners, Environmental
Advisory Board, and Planning Commission; performs plant/animal identifications for staff as
needed.
Provides support for development of County natural resource management policy; acquires
and analyzes data to assess impact on natural resources; produces geographic data to facilitate analysis; converts geographic coordinate systems in data sets; collects GPS coordinate to locate data and converts GPS data to analyzable formats; edits computerized mapping drawings for use in geographical information system (GIS); prepares data in wide variety of formats.

Coordinates the County’s artificial reef and water way programs; manages County mitigation projects; applies for reef permits and related permits; dives and maps artificial reef areas; plots drawings on navigation charts; records channel depths; records water levels at County project areas; surveys waterways to identify needed maintenance; recommends boat speed zones, channel marker placements, and manatee protection measures; approves materials for placement on reefs; assists with stranded marine mammal activities; coordinates waterway repairs with U.S. Coast Guard; conducts wildlife and vegetation surveys; removes exotic vegetation from County property; installs artificial reef buoys and public information signs; replaces damaged waterway signs; selects contractors for program activities and monitors work performed by contractors; approves payments to contractors.

Coordinates the County’s sea turtle protection program, beach renourishment program, and inlet management plans; coordinates required state/county permits and permit renewals; conducts annual zoning of beaches for GIS record profiles; sets stakes and measures width of beaches; conducts helicopter reconnaissance of beaches to assist with monitoring; conducts beach compaction studies; coordinates beach raking; prepares scientific proposals for sand source studies; conducts surveys and performs exotic plant removal from dunes; establishes annual beach lighting protocol; conducts follow-up beach light inspections; provides technical assistance for alternative beach nourishment; monitors beaches for quality assurance of sea turtle protection program; monitors sea turtle activities on beaches; conducts nesting surveys; communicates with media regarding sea turtle events; conducts strandings/salvage on sick/dead sea turtles; coordinates delivery of live strandings to rehabilitative facilities; performs field/laboratory necropsies on dead turtles; provides historical and analytical data regarding sea turtle activities to state/federal agencies upon request.

Performs environmental monitoring on County-managed property; collects water samples for sulfide analysis; measures salinity and pH in surface and pore water; measures extreme storm effects on Clam Bay NRPA; applies herbicides to maintain exotic plant control in Clam Bay; assists with wetland delineation for permitting.

Performs follow-up inspections to ensure proper response to non-compliance problems and correction of deficiencies.

Conducts environmental code enforcement to protect County resources; investigates complaints and violations; conducts inspections of property; gathers evidence of violations and makes photographs of violations; researches property ownership; issues violation notices and citations to violators; posts notices on site or at courthouse; reviews violations with violators and negotiates resolution of problems; reviews mitigation plans; determines whether to prosecute code violations; prosecutes cases before Boards or in court as needed; presents evidence and provides testimony; coordinates enforcement activities with other agencies/divisions as needed.

Complies and provides to the public guidelines on hazardous waste management, applicable federal, state and local regulations, and requirements to meet compliance.

Writes/drafts amendments to local codes as appropriate; assists with development of environmental ordinances, amendments, policies, and procedures.

Prepares technical reports, biological reports, Inspection reports, non-compliance reports, violation notices, and other records; submits required reports to regulatory agencies or other individuals.

Performs administrative tasks; reviews invoices for payment; prepares invoices to bill for program services; assists with development of budgets for assigned programs; applies for grants relating to division programs; develops brochures for public distribution; maintains public information telephone hotline.

Maintains computer database of division data; enters information regarding environmental
complaints, non-compliance issues, or other data; locates and plots complaints on topographic maps; generates reports and graphs of division data. Conducts research of division files, legal/property records, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed. Compiles and/or monitors various administrative and/or statistical data; makes applicable calculations; analyzes data and identifies trends; summarizes data and prepares reports, charts, or presentations. Prepares or completes various forms, reports, correspondence, invoices, budget projections, chain of custody forms, activity reports, inspection/re-inspection reports, audit reports, agendas, complaint reports, incident notification forms, violation notices, citations, project summaries, data summaries, sludge transportation reports, wastewater treatment plant reports, storage tank registration forms, household hazardous waste receipt reports, petition reviews, staff reports, executive summaries, resolutions, code amendments, permits, environmental impact statements, wildlife survey reports, biological reports, project monitoring reports, vehicle maintenance reports, maps, brochures, or other documents. Receives various forms, reports, correspondence, invoices, chain of custody forms, activity reports, complaint reports, sludge transportation reports, transportation manifests, inspection reports, program reports, discharge reports, cleanup reports, assessment reports, laboratory reports, wastewater treatment plant permits, site assessments, closure assessments, storage tank records, hazardous waste receipts, statistical data, environmental impact statements, site development plans, landscape plans, work scopes, mitigation technical reports, permit applications, petitions, variances, environmental audits, groundwater monitoring reports, protected species monitoring reports, notices to mariners, nautical charts, mitigation plans, property cards, deeds, plats, maps, photographs, surveys, material safety data sheets, hazardous materials guides, scientific/technical reports, textbooks, professional publications, laws, codes, ordinances, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, photography, graphics, computerized mapping, geographical Information system (GIS), e mail, Internet, or other computer programs; provides current information for publication at County web sites. Operates/utilizes and maintains specialized equipment or tools associated with work activities, which may include a motor vehicle, boat, diving equipment, centrifugal pump, submersible pump, global positioning system (GPS), camera, digital camera, flow meter, chlorine meter, microscope, multi-probe, level, architectural scale, binoculars, compass, herbicide sprayer, water sampler, measuring devices, testing instruments, shovel, auger, or two-way radio; calibrates field instruments. Monitors inventory of division equipment and supplies; ensures availability of adequate materials to conduct work activities; initiates requisitions for new/replacement materials; obtains product information and competitive price quotes for prospective purchases. Coordinates projects and work activities with those of other divisions, consultants, contractors, local municipalities, regulatory agencies, outside agencies, or others as needed. Communicates with supervisor, County boards/officials, employees, other divisions, sludge transportation companies, contractors, developers, landscape architects, engineers, consultants, attorneys, court personnel, customers, the public, community organizations, local municipalities, regulatory agencies, outside agencies, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends meetings, serves on committees, and makes presentations as needed; participates in workshops and County exhibits; prepares displays for presentations and displays. Assists with coordination of County hazardous waste collection events; transports and sets up barricades for events.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an
awareness of new methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS
Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filling documentation, or processing incoming/outgoing mail.
Provides assistance to other employees or divisions as needed.
Performs other related duties as required.
In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

PERFORMANCE APITUDES
Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE
Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.
Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, hazardous materials, traffic hazards, water hazards, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

MINIMUM QUALIFICATIONS:
Bachelor's degree in Environmental Science, Environmental Resource Management, Natural Sciences, Chemistry, Biology, Geology, Zoology, or closely related field; supplemented by three (3) years previous experience and/or training that includes pollution control, water quality management, wastewater treatment operations, water sample analysis,
environmental assessment, ecological impact analysis, wetland permitting, environmental
permitting, waterway management, artificial reef building, coastal zone management,
environmental code enforcement, computerized mapping, and/or personal computer
operations; or any equivalent combination of education, training, and experience which
provides the requisite knowledge, skills, and abilities for this job. May require possession
and maintenance of valid OSHA Certified Hazardous Material Operations certification. May
require possession and maintenance of valid U.S. Coast Guard Boating Safety certification.
May require possession and maintenance of valid Advanced Open Water Diving certification.
May require possession and maintenance of valid Federal Department of Environmental
Protection (FDEP) Certified Tank Inspector certification. May require possession and
maintenance of valid Limited Lawn & Ornamental Pest Control Applicator’s License. Must
possess and maintain a valid Florida Driver’s License with any applicable endorsements and
maintain eligibility requirements and endorsement(s) to drive a County vehicle as provided
in CMA 5805. Fingerprinting required.

SUPPLEMENTAL INFORMATION:

BCC118
Exempt